



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

08-51

DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	SECTION Administrative Records (Division-Wide)	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION		RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Agency Written Histories <i>Any documentation of an agency's history and of events sponsored or funded by an agency</i> Record copy Duplicate copies		Permanent Retain until no longer needed then destroy	Retain record copy for 10 years then transfer to State Archives	
2.	Committee and Conference Files <i>Records created by a committee/conference created by the General Assembly or Governor</i> Record copy Duplicate copies		Permanent Retain for 5 years then destroy	Retain record copy for 10 years then transfer to Archives; may be transferred to off-site storage after 3 years	
3.	Daily activities schedules and Executive calendars <i>Records containing substantive information relating to the official activities, the substance of which is not incorporated into official files, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of employees</i> Record copy Duplicate copies		Until deleted per Department policy Retain any copies until no longer needed then destroy	Individual calendars and meeting schedules are maintained electronically and deleted from the system after 60 days per Department policy. The electronic version is the record copy.	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketelsen</i>	Date 3/14/2008	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-25-2008
Attorney General's Signature <i>John Suthers</i> <i>by Laurie Rottman</i>	Date 6-25-08	State Auditor's Signature <i>Mike Ray</i>	Date 4/24/08

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NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.



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4.	Forms Development File <i>Working papers, background materials, requisitions, specifications, processing data and control records which provide documentation to the creation and establishment of a form</i> Record copy Duplicate copy		Retain for 1 month after form is discontinued, superseded or cancelled then destroy Retain until no longer needed then destroy		
5.	General Correspondence (Routine) <i>Records that are general in nature and do not related directly to primary program responsibilities; e.g. letters of appreciation, congratulations, parking assignment, etc.</i> Record copy Duplicate copies		Retain for 1 year then destroy Retain until no longer needed then destroy	Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy	
6.	Internal Administrative Correspondence <i>Records of a general nature (not policy) which are created in the course of administering agency program; e.g. office organization, staffing and procedures</i> Record copy Duplicate copy		Retain for 2 years then destroy Retain for until no longer needed then destroy	Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy	

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State Archivist's Signature	Date	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-25-2008
Attorney General's Signature	Date	State Auditor's Signature	Date



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7.	Internal Committee and Conference Files <i>Records relating to establishment, organization, membership and policy for committees and conferences formed to handle problems or issues relating to the business of an agency. These committees are not appointed by the Governor or the General Assembly. Does not include ad hoc work groups</i> Record copy Duplicate copies		Retain for 2 years after termination of committee then destroy Retain until no longer needed then destroy		
8.	Management Improvement Reports <i>Reports on analysis and implementation of programs and operation of those programs</i> Record copy Duplicate copies		Retain for 10 years then destroy Retain until no longer needed then destroy		
9.	Organizational Files <i>Records detailing an organization, which could include charts and reorganization studies</i> Record copy Duplicate copies		Permanent Retain until superseded then destroy	Retain record copy for 10 years then transfer to State Archives; may be transferred to off-site storage after 3 years	

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State Archivist's Signature	Date	Records Liaison Officer's Signature <i>Betsy Hancock</i>	Date 01-25-2008
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date



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10.	Performance Audit Reports <i>Reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agency programs, operations and productivity</i> Record copy Duplicate copies	CDPHE Internal Auditor has record copy Retain until no longer needed then destroy			
11.	Policy & Procedures Manual for Division Staff <i>Policies and procedures that govern the internal workings of the Division and its staff</i> Record copy Duplicate copies	Retain paper copies until superseded then destroy	These manuals contain issues related to routine administrative functions and are maintained electronically and automatically updated when changes are made. The electronic version is the record copy.		
12.	Policy and Procedures Manuals for Local and Delegated Agencies <i>Policies and procedures that govern the operation and administration of specific programs operated by local and delegated agencies</i> Record copy Duplicate copies	Retain 7 years after specific program ends then destroy Retain until no longer needed then destroy	The documentation may have legal value for local and delegated agencies in the event of lawsuits by clients		
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State Archivist's Signature		Date	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-25-2008	
Attorney General's Signature		Date	State Auditor's Signature <i>[Signature]</i>	Date	



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13.	Program-Targeted Communications <i>Communications related to a particular program, including public education, mass mailings and e-mailings to local and delegated agencies and newsletters</i> Record copy Duplicate copies		Retain until administrative need ends then destroy Retain until no longer needed then destroy	Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy
14.	Proposed Legislation Records <i>Records created by governmental agencies for the purpose of proposing legislation, including correspondence, memoranda, research, fiscal notes, summaries, estimated cost reports, impact statements, etc.</i> Record copy Duplicate copies		Legislature has record copy Retain until no longer needed then destroy	
15.	Publications <i>Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents and the last manuscript report, if not published, relating to management projects. This record series also includes social marketing campaign material.</i> Record copy Duplicate copies		Permanent at CoSPL Retain until Administrative need ends then destroy	Send at least 4 copies to Colorado State Publications Library (CoSPL) when published

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State Archivist's Signature	Date	Records Liaison Officer's Signature <i>Betsy Hana</i>	Date 01-25-2008
Attorney General's Signature	Date	State Auditor's Signature	Date



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16.	Records Disposition Files <i>Records which document the destruction of a governmental agency's records</i> Record copy Duplicate copies	Permanent Retain until administrative need ends then destroy	PSD has record copy. Retain record copy for 10 years then transfer to State Archives; may be transferred to off-site storage after 3 years	
17.	Records Management Files <i>Records used in creating and establishing records management programs, including records inventories</i> Record copy Duplicate copies	Retain until updated or superseded Retain until administrative need ends then destroy		
18.	State Site Visit Reports <i>Reports written and prepared as a result of site visits by state agencies. They contain summary documentation on grantee programs, operations and productivity, responses and actions taken</i> Record copy Duplicate copies	Retain for 3 years after grant period ends then destroy Retain until no longer needed then destroy		
19.	Staff Meeting Minutes <i>Records of meetings with staff, including agenda, minutes, notices & attachments</i> Record copy Duplicate copies	Retain until administrative need ends then destroy Retain until no longer needed then destroy		
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State Archivist's Signature		Date	Records Liaison Officer's Signature <i>Betsy Hauale</i>	Date 01-25-2008
Attorney General's Signature		Date	State Auditor's Signature <i>[Signature]</i>	Date



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20.	Technical Reference Files <i>Documents retained strictly for reference and informational purposes which are not part of any other official files</i> Record copy Duplicate copies		Retain for 3 months or until administrative need ends then destroy Retain until no longer needed then destroy	These reference materials generally are non-record documents
21.	Training Conferences and Course Files for Outside Agencies <i>General file of agency-sponsored training for outside agencies who have contracts with or grants from the Division</i> Record copy Duplicate copies		Retain until superseded or obsolete then destroy Retain until no longer needed then destroy	
22.	Transitory Files <i>Papers of short-term interest which have no documentary or evidential value, including transmittal correspondence, acknowledgements, telephone messages, copies of replies which require no administrative action and quasi-official notices</i> Record copy Duplicate copies		Retain for 3 months or until administrative need ends then destroy Retain until no longer needed then destroy	

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23.	Unsuccessful Grant Application Files <i>Rejected or withdrawn grant applications, memoranda, correspondence and other records relating to the decision to reject the grant proposal</i> Record copy Duplicate copies		Retain for 2 years after rejection or withdrawal then destroy Retain until no longer needed then destroy		
24.	Word Processing Files <i>Documents recorded on electronic media that are used to produce a hard copy which is then maintained in organized files</i> Record copy Duplicate copies		Retain until hardcopy is filed and administrative need ends then destroy Retain until no longer needed then destroy		
25.	Working Papers <i>Papers which have a short-term use and comprise the background records for particular projects</i> Record copy Duplicate copies		Retain all copies until administrative need ends then destroy		

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State Archivist's Signature

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Records Liaison Officer's Signature

Date

Betsy Hannah

01-25-2008

Attorney General's Signature

Date

State Auditor's Signature

Date

[Signature]